

Collaboration with Skype

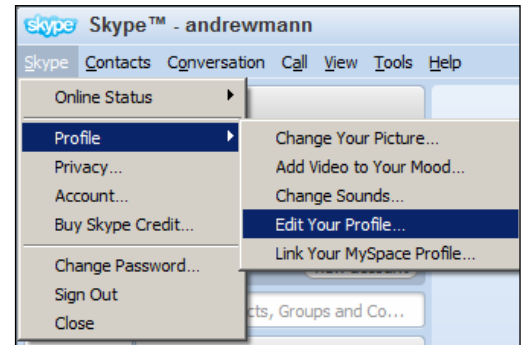
Skype Basics

Skype is...

Skype is software that allows users to make telephone calls over the Internet. Calls to other users of the service and to free-of-charge numbers are free, while calls to other landlines and mobile phones can be made for a fee. Additional features include instant messaging, file transfer and video conferencing. <http://en.wikipedia.org/wiki/Skype>

1. Install Skype from www.skype.com

- a. Type in your name, and create a Skype username (called a Skype Name) and a password.
 - i. Pick ones you can remember or write it down; follow the directions to sign in.



2. Settings Basics

- a. Configure your Profile. Under Skype → Profile → Edit Your Profile...

- i. Certain settings will allow users to find you more easily, such as your Country, State, and City so I recommend filling these in. You may also want to share your organization's website.
- ii. Consider what you want everyone to see personal information such as your Birth date (not recommended.)

A screenshot of the 'Skype™ - Profile' settings page. The 'Profile' section is active. Under 'Details that all people on Skype will see', fields include: Full name (Andy Mann), Country/Region (United States), State/Province (Michigan), City (Marshall), Language (English), Gender, Birth date (Day, Month, Year), Website (http://www.techforschools.com), and About me. Under 'Details that only my contacts will see', fields include: Home phone, Office phone, Mobile phone, a photo of a man, and checkboxes for 'Show my time' (set to 9:57 PM) and 'Show how many contacts I have'. A red arrow points from the text 'Your email is not displayed' to the 'Private details' section at the bottom, which contains an 'Email' field with three addresses: manna@calhounisd.org, amann@techforschools.com, and andrewmann@comcast.net.

- iii. Your email is not displayed but is used to help others find you when searching for contacts. To be more easily located, enter all your email addresses which may be associated with you.
- iv. Skype comes with some built-in Skype images. You can also build a person like icon called a Weemee. I recommend you use a photo of yourself as it personalizes the application. Some users prefer to use a photo of an animal or a favorite scene. You can also use a video from a collection they provide.

Collaboration with Skype

b. Skype Options under the Privacy Settings

- i. Privacy settings are very important to configure. With incorrect privacy settings you may get a call from a creep from across the world, looking to "connect". The most important settings under privacy allow you to control who is allowed to contact you.

- ii. Under the **General settings** decide if you want to have Skype started automatically when Windows starts. I recommend unchecking the "double click to start a call" choice so you don't accidentally call users when you are scrolling through your contacts.

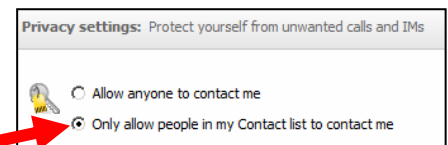
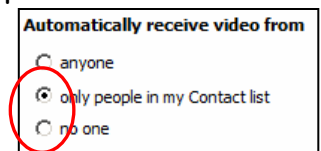
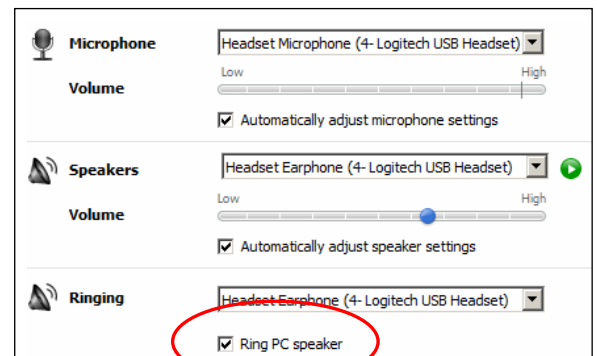
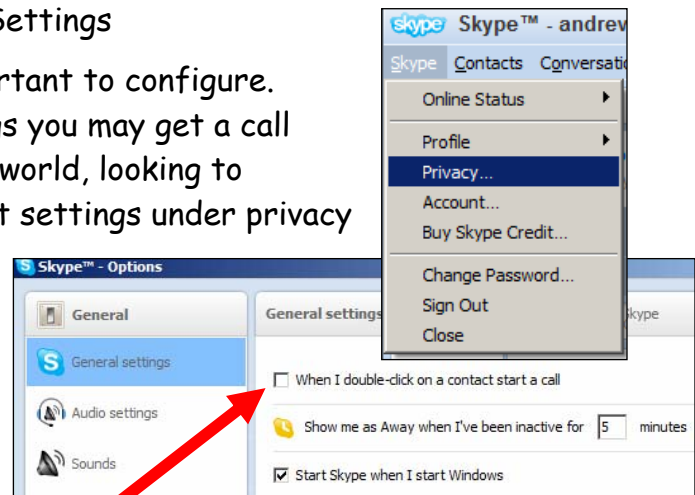
- iii. **Audio settings** are where you can adjust the volume and microphone levels for your headset and if using a USB headset, be sure that the computer sees and is using the headset for Skype. **Important** - Check the Ring PC speaker, to hear incoming call ringing over the speakers rather than over the headset - which you may not hear.

- iv. In **Sounds** you can select the sounds which are played when different things happen. Sort of like selecting the ringtones for your cell phone. You can also import in your own sounds.

- v. **Video settings** are very important to set correctly. You do not want to automatically receive video from anyone. Select only people in my Contact list or no one.

c. Privacy Settings

- i. **Important** - Only allow people in your contacts to contact you. Otherwise you may get a contact from someone just out of jail who wants to chat. This requires that a user is first accepted as a contact before they are allowed to communicate with you. The Advanced settings window allows for more specific control. The key is they must first be a contact. Your Keep IM history settings depend on how IM is being used.

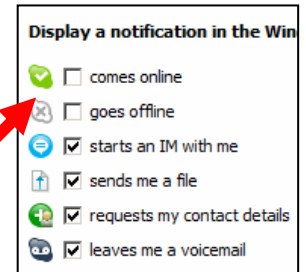


Collaboration with Skype

- ii. Blocked Contacts - if someone inappropriate contacts you, then they are blocked.

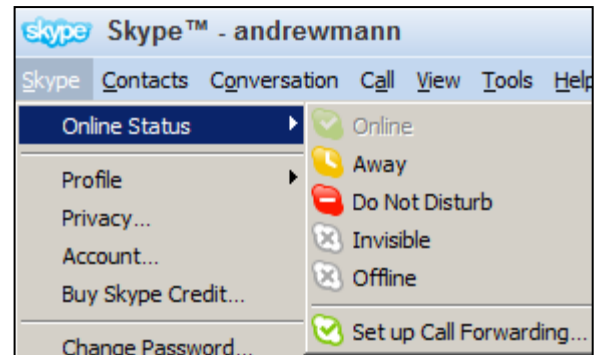
d. Notification

- i. You need to know when some contacts you via an Instant Message or a Skype call. If an organization or colleagues begin using Skype to its fullest potential, you can also have settings so you are notified when your contacts go online or offline. For the beginning this is a little much so uncheck the top two choices.

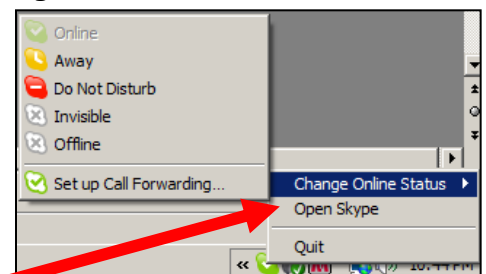


3. Online Status

- a. This important setting shows your contacts your status. It can be selected from within the Skype window or from the Skype taskbar which is displayed with Skype is running.



- **Online.** This is the automatic status setting when you are online and available.
- **SkypeMe.** Means you are happy to be contacted by people who are not in your contacts list. This does not seem to show if you've set your settings so only users who are your contact list may contact you.
- **Away.** You're signed in, but you've been away or haven't used your computer for a while so probably won't answer a call or instant message.
- **Do not disturb.** You're busy and don't want to be contacted right now. In this setting the notifications of calls or instant messages will not be displayed.
- **Invisible.** When you don't want users to know that you are really online, choose this one and you appear offline. You can still call and send and receive instant messages.
- **Offline.** You're not signed in, and can't call or send or receive instant messages.
- **Calls forwarded.** You're not signed in, but your incoming calls will be forwarded to your phone. Requires a subscription package (starting as low as \$3 a month.)
- **Voicemail.** You're not signed in, but people calling your will be sent to your voicemail (requires a subscription package.)



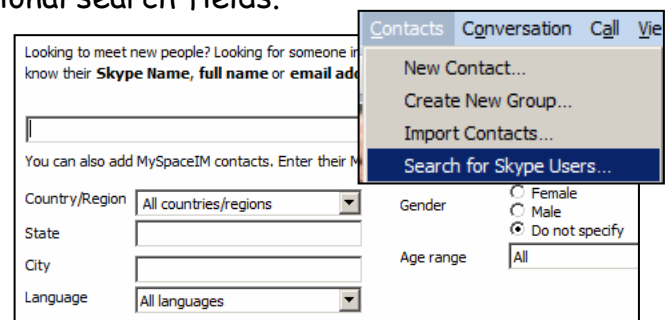
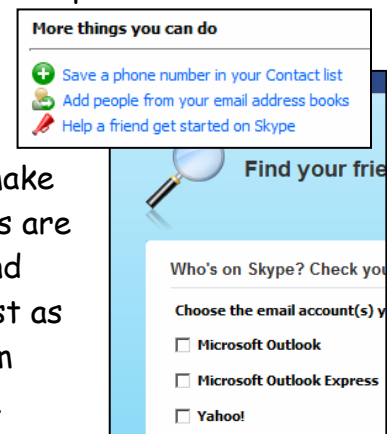
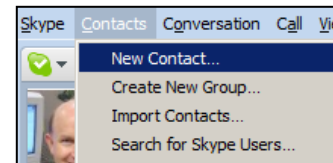
- b. Shows from lower right corner of taskbar with a right mouse click to Change Online Status or Open Skype.

Collaboration with Skype

- i. **SkypeMe issues...** SkypeMe mode allows everyone else on Skype know that you are available and interested in talking or chatting. This includes people who you do not know or you have not authorized but who can find you by searching the Skype directory. Skype Me is not an option if you have your settings so that only people in your contact list may contact you. But if you are using an older version of Skype, you may see the option to SkypeMe. If you do - do not select it. There are some creeps out there.

Add Contacts

1. Add your Skype name to your signature line so other can easily find you.
2. Enter a new Contact
 - a. Find them by the Skype Name, Full Name, or email address. This is where having multiple email addresses for your Skype ID is useful. It helps others to more easily add you to their contacts.
 - b. You can also add a person's land or cell phone number into a new contact by clicking on the bottom of the page on Save a phone number in your Contact list. To make calls to a non-Skype phone number is not free. But fees are relatively small (about 2 cents a minute for US calls) and subscriptions providing unlimited calls to US phones cost as little as \$2.95 a month. You may also import users from your Outlook, Outlook Express or Yahoo address books.
 - c. If you can't find a Skype user from the contacts window, you may want to do a search for Skype User. This provides additional search fields. This is where having your City provided may help someone to find you. If you are searching for a contact that has a common last name, you'll be amazed at how many users are in the world have the same last name. Having a city provided helps to select the right person.
 - d. Once you find someone, you invite them to be a contact and if they accept, they are added to your contact list and you are added to their contact list. It is reciprocal.
 - e. Contacts can be organized by Group or by Project.

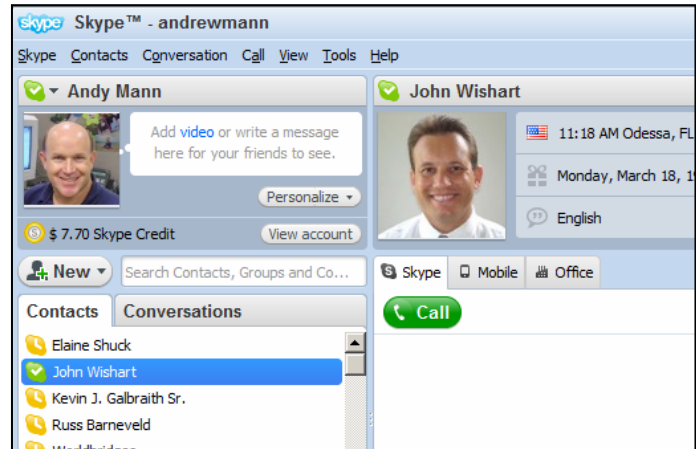


Collaboration with Skype

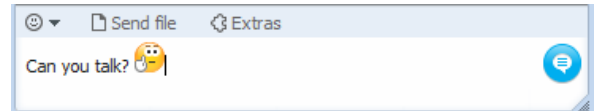
Call

1. Make a Skype call to a contact.

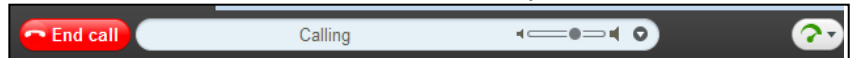
- The contact may have a green check to show they are available or they may have a gray X to show that they are invisible - so you don't know if they're online or not. Double click on their name if your settings are so configured or click the green call button to call them over Skype.



- It is considered good "Skype Etiquette" to Instant Message a person to see if they are available to talk before initiating a call. With the Contact window open, on the bottom of the screen is the Instant Message window. Type a message. Do not hit <Return> until you are ready to have the message sent. You can add emoticons to communicate emotions not easily communicated with text.



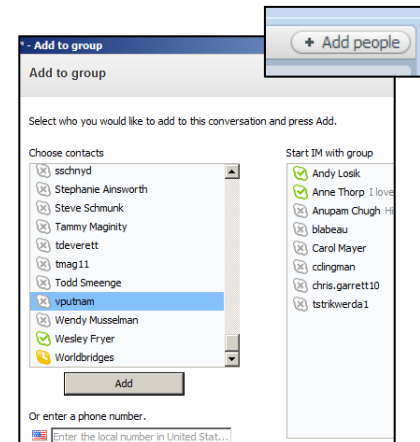
- While you are on the call a window will be open where you can adjust the audio settings or end the call.



- While in a call you can also mute or put the call on hold.

2. Conference call and Conference IM

- A conference call or Conference IM is initiated by one person. This person adds contacts to an existing call or IM chat. Click the Add people button on the upper right side of a contacts window. All your contacts will be displayed. Those added do not need to have a Skype account, they can be on a landline or cell phone (see bottom of screen for entering a regular phone number to the conference call.) The group may be organized before the call is starting. Skype allows 10 in a conference call for no fee.



Collaboration with Skype

Skype hands-on activities:

- 1) Find a partner and get their Skype name. Add them to your contacts.
- 2) While involved with a Skype voice call, have an instant messaging window going at the same time
- 3) Start a discussion in instant messaging about a project you are working on. Add a link to your organization's or a relevant website in the instant message window. Click on the link to see if it opens.
- 4) Send a file or image by dragging the file or image into the IM window or into the call window. Do this with a small file just to test the process.
- 5) Put a call on hold and take it back off hold. Mute your call and then unmute it.
- 6) Create a conference call with at least three people. One person starts the call and invites others to participate. Add a group chat at the same time.
- 7) Add your digital photo or some other photo to represent you, to your Skype profile.
- 8) Type: /htmlhistory into the instant message window following a chat session. An HTML file of the chat history opens up in a browser window.
- 9) Add a regular phone number for a contact. Purchase some Skype credits and try calling this number.
- 10) Try connecting with someone who has video. See if you can expand the video to fill the screen.

ePals hands-on activities:

- 1) Explore the ePals project section and learn about one project that interests you.
- 2) Explore the search for classroom section of ePals and find a classroom which you might be able to connect with that has indicated that they support Chat, Audio/Voice software, or Video software. Make a note of the contact's name.

Collaboration with Skype

ePals step-by-step

- 1) Go to www.epals.com and create a free teacher account.
 - a) Select "Join Us" then "ePals Global Community" to create a free account,
 - b) Explore the ePals Projects section (no membership required to explore.) See if you can find a project of interest. For additional project ideas explore "The Archives" link on the bottom of the project section. Save any .pdf of interest for later viewing.
- 2) Explore the e-pals discussion areas.
- 3) Brainstorm with your group some of the projects you could do, classroom to classroom. These projects might involve classroom to classroom interaction or student to student interaction. Talk with your group about how the collaborative tools you learned about today could be used to support your project.
- 4) Click Find Classrooms on the right side to search for a classroom to make a classroom to classroom connection with. Click on More Options on the bottom to see the option to search for only schools with Chat, Audio/Voice software, or Video software. You may want to restrict your search to schools with a description keyword or by geographically area. Be sure to search by participant age or you may have your middle school students talking with adults wanting to learn English. Be aware of time differences if you are interested in a synchronous exchange.
- 5) Send an e-mail to the teacher at one or more of the classrooms introducing you and suggesting further discussion about collaboration. You may want to provide your Skype name and ask if they use Skype. Don't be surprised if it results in a conversation with someone from another part of the world.

Other sites to find classroom collaboration projects

- 1) Sites for classroom to classroom global projects.
 - a) Global SchoolNet Foundation www.globalschoolnet.org
 - i) Projects: <http://www.globalschoolnet.org/gsnpr/> and click on: [Click here to begin using the Projects Registry](#) link.
 - b) Taking It Global - www.takingitglobal.org
 - c) Flat Classroom Project - <http://www.flatclassroomproject.org>

Collaboration with Skype

Resources

- 1) Skype Prime - Learn from Experts <http://directory.skype.com/en/skypeprime>
Learn a skill from an expert - in a wide range of topics. Thousands of people are available, ready to help, from all across the world. This is a fee based service. Categories include:
 - a) Relationship advice and Counseling
 - b) Spiritual and Astrology
 - c) Computer and Internet
 - d) Language lessons and Translations
 - e) Tutoring and Homework
 - f) Business and Personal finance
- 2) Resources
 - a) Vicki Davis shares how Skype is being introduced to her students. Nice 13 minute video: <http://coolcatteacher.blogspot.com/2006/10/using-skype-in-classroom-or-just.html>
 - b) Wesley Fryer shares how Skype may be used in the classroom http://www.wtvi.com/TEKS/05_06_articles/skype-in-the-classroom.html
- 3) Student to student collaboration
 - a) Connecting with students in other locations - Skype and Distance Learning http://skypejournal.com/blog/archives/2006/01/skype_and_distance_learning.php
www.pressbox.co.uk/detailed/Education/World_Class_Schools_Begins_Georgian_Debates_May_5th_Using_Skype_Video_Conferencing_63147.html
 - b) Language Exchange Community - Language exchange partners from around the world to practice and improve your language skills www.languageexchange.org
 - c) Telephone English - Voice over IP language school; online English courses and language consultation over Skype <http://www.telephonenglish.com>
- 4) Call Recording:
 - a) Pamela 4.5 for Skype - Basic is free; Standard is \$14.95; Professional is \$29.95
Basic provides up to 15 minutes of call recording in MP3 and more. www.pamela.biz
 - b) Pretty May call recorder: <http://prettymay.net> \$24.95
 - c) Call Recorder (Mac) <http://www.ecamm.com/mac/callrecorder/> \$14.95

Skype Instant Message (Chat) Commands

/add [Skype Name]	Adds a contact to the chat.
/alertsoff	Disable message alert notifications.
/alertson [text]	Allows you to specify exactly what needs to appear in a chat for the chat to pop up. For example, your name.
/call [Skype Name]	Starts a Skype call.
/clear	Removes the chat history entirely. Cannot be undone.
/clearpassword	Remove the password security.
/find [text]	Finds specific text in a chat.
/get allowlist	Details people with access to the chat.
/get banlist	Details people banned from the chat.
/get creator	Details the person who created the chat.
/get guidelines	See the current chat's guidelines.
/get options	Details active options for current chat.
/get password_hint	Get the password hint.
/get role	Details your role in the chat.
/goadmin	Puts a Creator tag next to the chat creator's name.
/history	Loads the complete chat history into the active chat window.
/htmlhistory	An HTML file of the chat history opens up in a browser window.







































































Skype Instant Message (Chat) Commands

/info	Details number of people in chat and maximum number available.
/kick [Skype Name]	Eject chat member.
/kickban [Skype Name]	Ejects chat member and prevents them from rejoining chat.
/leave	Leave current chat - unavailable if you are a chat's creator.
/me [text]	Your name will appear followed by any text you write.
/set allowlist [[+ -]mask] ..	Members allowed in the chat.
/set banlist [[+ -]mask] ..	Members banned from the chat.
/set guidelines [text]	Set a chat's guidelines.
/set options [[+ -]flag]	Sets options for this chat, see below for more info.
/set password [text]	Create a password (no spaces allowed).
/set password_hint [text]	Create the chat's password hint text.
/setpassword [password] [password hint]	Create a password and password hint for the chat.
/setrole [Skype Name] MASTER HELPER USER LISTENER	Allows you to set a role to each chat member. A description of roles is given below.
/topic [text]	Changes the chat topic.
/whois [Skype Name]	Provides details about a chat member such as current role.













Skype Emoticons





























Regular Skype Emoticons List			
ICO	ANI	Name	Emoticons Codes
		Smile	:) :-) :=)
		Sad	: (:- (:= (
		Big Smile	: D := D :- D : d := d :- d
		Cool	8) 8=) 8-) B) B=) B-) (cool)
		Wink	:) :-)
		Crying	: (:- (:= (
		Sweating	(sweat) (:
		Speechless	: :- :=
		Kiss	: * :- * := *
		Tongue Out	: P :- P := P : p :- p := p
		Blush	: \$:- \$:= \$: "> (blush)
		Wondering	: ^)
		Sleepy	-) I -) I =) (snooze)
		Dull	(- (= (
		In Love	(inlove) (love)
		Evil Grin] :) > :) (grin)
		Talking	(talk)
		Yawn	(yawn) - ()
		Puke	(puke) : & :- & := &
		Doh	(doh)
		Angry	: @ :- @ := @ x(x - (x = (X(
		It wasn't me	(wasntme)
		Party	(party)
		Worried	: S :- S := S : s :- s := s
		Mmm...	(mm)
		Nerd	8- B- 8 B 8= B= (nerd)
		Lips Sealed	: x :- x : X :- X : # :- # := x := X
		Hi	(hi)
		Call	(call)
		Devil	(devil)
		Angel	(angel)
		Envy	(envy)
		Wait	(wait)
		Bear	(bear) (hug)
		Make-up	(makeup) (kate)
		Covered Laugh	(giggle) (chuckle)

Skype Emoticons

Regular Skype Emoticons List			
ICO	ANI	Name	Emoticons Codes
		Clapping Hands	(clap)
		Thinking	(think) :? :-? :=?
		Bow	(bow)
		Rolling on the floor laughing	(rofl)
		Whew	(whew)
		Happy	(happy)
		Nodding	(nod)
		Shaking	(shake)
		Punch	(punch)
		Emo	(emo)
		Yes	(Y) (ok)
		No	(N) (no)
		Shaking Hands	(handshake)
		Skype	(skype) (ss)
		Heart	(H) (L)
		Broken heart	(U)
		Mail	(e) (m)
		Flower	(F)
		Rain	(rain) (london) (st)
		Sun	(sun)
		Time	(O) (time)
		Music	(music)
		Movie	(~) (film) (movie)
		Phone	(mp) (ph) (phone)
		Coffee	(coffee)
		Pizza	(pizza) (pi)
		Cash	(cash) (mo) (\$)
		Smirking	(smirk)
		Muscle	(muscle) (flex)
		Cake	(^) (cake)
		Beer	(beer)
		Drink	(D)
		Dance	(dance)
		Ninja	(ninja)
		Star	(*)

Skype Emoticons

Skype Flag Emoticons		
Emoticon	Country	Flag Code
	United States of America	(flag:US)
	Canada	(flag:CA)
	United Kingdom	(flag:GB)
	Australia	(flag:AU)
	New Zealand	(flag:NZ)
	Russian Federation	(flag:RU)
	Ireland	(flag:IE)
	Italy	(flag:IT)
	France	(flag:FR)
	Israel	(flag:IL)
	European Union	(flag:EU)
	Finland	(flag:FI)

Secret Skype Emoticons List			
ICO	ANI	Name	Emoticons Codes
		Bandit	(bandit)
		Drunk	(drunk)
		Smoking	(smoking) (smoke) (ci)
		Toivo	(toivo)
		Rock	(rock)
		Headbang	(headbang) (banghead)
		Bug	(bug)
		Fubar	(fubar)
		Poolparty	(poolparty)
		Heidy	(heidy)
		Swearing	(swear)
		TMI	(tmi)
		Mooning	(mooning)
		Finger	(finger)
		Myspace	(myspace)